

Personnel

Payroll Regulations

Special Allowances

SUMMARY:

- .01 This subject describes the special Nevada Test Site (NTS) daily allowance and the isolation allowance for which employees may be eligible.

NEVADA TEST SITE (NTS):

Permanent Duty Status

- .02 Employees whose usual duty station is in Mercury are paid, in addition to their regular pay, a daily allowance of \$5.00 for each day worked at Mercury. Record a "1" under time code "PM" for each applicable day on the time and effort report.
- .03 Employees whose usual duty station is other than Mercury, but within NTS are paid, in addition to their regular pay, a daily allowance of \$7.50 for each day worked at their assigned work places. Record a "1" under time code "PN" for each applicable day on the time and effort report.
- .04 In addition to the daily allowance described above, an overnight allowance of \$5.00 is allowed for each day worked for those individuals whose work schedule requires them to remain overnight within NTS. Record a "1" under time code "OP" for each applicable day on the time and effort report.

Temporary Duty Status

- .05 Employees assigned to duty at NTS on a temporary basis are reimbursed for their expenses according to the Laboratory's official business travel policies as stated in AM 800.

ISOLATION ALLOWANCE:

- .06 Employees on lengthy assignments in remote geographical areas where routine services such as lodging and transportation are not available receive a maximum isolation allowance of 25% of their basic salaries when the work assignment is for 30 days or more for a single tour or cumulatively during operations. The cognizant division-level manager approves the isolation allowance.

Not Eligible

- .07 An employee is not eligible to receive the isolation allowance for periods of vacation or leave without pay.

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- .08 An employee who is assigned in the capacity of a casual visitor or observer is not eligible to receive the allowance.